

Don't sit and wait for a layoff to happen . . .

In recent years, in both the private and public sectors, layoffs have been used extensively to meet the demands of tight budgets and a changing business climate. Whether you are a relatively new employee, a seasoned veteran, or a manager who may lose valued team members, a layoff is a disruptive and stressful experience.

Help is available

Representatives from several key state programs have pooled resources to provide a workshop designed specifically for state employees who may be facing a layoff. The workshop generally takes about three hours and answers questions in areas such as:

- How to register for statewide layoff lists and the General government Transition Pool (state agencies go to these lists when hiring for open positions)
- Where to look for a new job
- Unemployment Insurance
- Health care benefits
- Deferred Compensation and retirement benefits
- Employee Assistance Program



Employees of state agencies and higher education interested in attending these free workshops must register at layoffandgtp@des.wa.gov providing their contact information at least 10 days prior to the session date. If there are less than 10 registrations the session will be cancelled and those who have registered will be contacted for one-on-one consultations. View workshop dates at: <http://www.hr.wa.gov/more/LayoffSupport/EmployeeLayoffInfo/Pages/Presentations.aspx>

Be proactive, online layoff workshops are available 24/7

An online version of the workshop is available. The online workshop includes all of the slides used in the live version and a voice over that walks you through each slide and touches on points often brought up in a live workshop. Persons using the online workshop can view it from end to end, or pick and choose among the subject areas that are offered. Contact information for all participating programs is included.

View the online summary at:

<http://www.hr.wa.gov/more/LayoffSupport/EmployeeLayoffInfo/Pages/Online-Layoff-Workshop.aspx>